

**Greenleaf Township**  
**Cass City, MI**  
*(Sanilac)*  
**Financial Report**  
**March 31, 2004**

# Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name <b>Greenleaf Township</b>	County <b>Sanilac</b>
Audit Date <b>3/31/04</b>	Opinion Date <b>7/13/04</b>	Date Accountant Report Submitted to State: <b>7/15/04</b>	

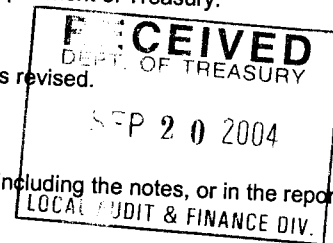
We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.



- |   |   |
|---|---|
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).  |

## We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	✓		
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) <b>George A Zahul CPA PC</b>			
Street Address <b>101 North Port Crescent</b>		City <b>Bad Axe</b>	State <b>MI</b>
Accountant Signature <i>George A Zahul CPA</i>		ZIP <b>48413</b>	Date <b>7-13-04</b>

# Greenleaf Township

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George Zahul, CPA, PC  
101 N Port Crescent St  
Bad Axe, MI 48413  
989-269-9966

Independent Auditor's Report

To the Village Council  
Greenleaf Township  
Cass City, MI 48726

I have audited the accompanying general purpose financial statements of the Greenleaf Township as of and for the year ended March 31, 2004, as listed in the table of contents. These general purpose financial statements are the responsibility of the management of the Greenleaf Township. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Greenleaf Township as of March 31, 2004, and the results of its operations and the cash flows of its proprietary fund types for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued my report dated July 13, 2004, on my consideration of the Greenleaf Township's internal control over financial reporting and my test of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.

My audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information listed in the table of contents is presented for purpose of additional analysis and is not a required part of the general purpose financial statements of the Greenleaf Township. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated, in all material respects in relation to the general purpose financial statements taken as a whole.

*George Zahul CPA PC*

George Zahul, CPA, PC  
July 13, 2004

George Zahul, CPA, PC  
101 N Port Crescent St  
Bad Axe, MI 48413  
989-269-9966

**Report on Compliance and on Internal Control Over Financial  
Reporting Based on an Audit of Financial Statements Performed  
in Accordance with Government Auditing Standards**

To the Village Council  
Greenleaf Township  
Cass City, MI 48726

I have audited the general purpose financial statements of the Greenleaf Township as of and for the year ended March 31, 2004, and have issued my report thereon dated July 13, 2004. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

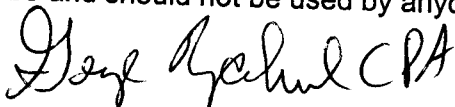
**Compliance**

As part of obtaining reasonable assurance about whether the Greenleaf Township's general purpose financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, I noted certain immaterial instances of noncompliance that I have reported to management of Greenleaf Township, in a separate letter dated July 13, 2004.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the Greenleaf Township's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended solely for the information and use of the Village Council, the State of Michigan, and the United States Department of Agriculture Rural Development and is not intended to be and should not be used by anyone other than those specified parties.

 CPA

George Zahul, CPA, PC  
July 13, 2004

**Greenleaf Township**  
**Combined Balance Sheet**  
**All Fund Types and Account Groups**  
**March 31, 2004**

	<u>Governmental Fund</u> <u>Types</u>		<u>Fiduciary</u> <u>Fund Type</u>	<u>Account</u> <u>Group</u>	<u>Total</u>
	<u>General</u>	<u>Special</u> <u>Revenue</u>	<u>Agency</u> <u>Fund</u>	<u>General</u> <u>Fixed</u> <u>Assets</u>	<u>(Memorandum</u> <u>Only)</u>
<b>Assets</b>					
Cash and Investments	\$ 258,224.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 258,224.75
Taxes Receivable	2,590.23	4,845.66	0.00	0.00	7,435.89
Land, Building, and Equipment	0.00	0.00	0.00	2,914.00	2,914.00
<b>Total Assets</b>	<u>\$ 260,814.98</u>	<u>\$ 4,845.66</u>	<u>\$ 0.00</u>	<u>\$ 2,914.00</u>	<u>\$ 268,574.64</u>
<b>Liabilities and Fund Equity</b>					
<b>Liabilities</b>					
<b>Fund Equity</b>					
Investments in Fixed Assets	0.00	0.00	0.00	2,914.00	2,914.00
Reserved	40,000.00	0.00	0.00	0.00	40,000.00
Unreserved	220,814.98	4,845.66	0.00	0.00	225,660.64
<b>Total Fund Equity</b>	<u>260,814.98</u>	<u>4,845.66</u>	<u>0.00</u>	<u>2,914.00</u>	<u>268,574.64</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$ 260,814.98</u>	<u>\$ 4,845.66</u>	<u>\$ 0.00</u>	<u>\$ 2,914.00</u>	<u>\$ 268,574.64</u>

The accompanying notes are an integral part of the financial statements.

**Greenleaf Township**  
**Combined Statement of Revenue, Expenditures and**  
**Change in Fund Balance - All Governmental Fund Types**  
**For the Year Ended March 31, 2004**

	<u>Governmental Fund Types</u>		
	<u>General</u>	<u>Special Revenue</u>	<u>Total Memorandum Only</u>
<b>Revenues</b>			
Property Taxes	\$ 26,992.43	\$ 41,744.41	\$ 68,736.84
Licenses and Permits	41.00	0.00	41.00
State Revenue Sharing	57,649.00	0.00	57,649.00
Interest	3,012.35	0.00	3,012.35
Miscellaneous	4,613.08	0.00	4,613.08
<b>Total Revenues</b>	<u>92,307.86</u>	<u>41,744.41</u>	<u>134,052.27</u>
<b>Expenditures</b>			
Legislative	718.91	0.00	718.91
General Government	31,660.32	0.00	31,660.32
Public Safety	6,432.00	14,441.62	20,873.62
Public Works	12,074.06	9,589.41	21,663.47
Other	5,248.96	120.00	5,368.96
<b>Total Expenditures</b>	<u>56,134.25</u>	<u>24,151.03</u>	<u>80,285.28</u>
<b>Excess of Revenues over Expenditures</b>	36,173.61	17,593.38	53,766.99
<b>Other Financing Sources (Uses)</b>			
Operating Transfers in	69,413.69	0.00	69,413.69
Operating Transfers out	0.00	(69,413.69)	(69,413.69)
<b>Total Other Financing Sources (Uses)</b>	<u>69,413.69</u>	<u>(69,413.69)</u>	<u>0.00</u>
<b>Excess of Revenues and Other Sources Over(Under)Expenditures and Other Uses</b>	105,587.30	(51,820.31)	53,766.99
<b>Fund Balance at Beginning of Year</b>	<u>155,227.68</u>	<u>56,665.97</u>	<u>211,893.65</u>
<b>Fund Balance at End of Year</b>	<u>\$ 260,814.98</u>	<u>\$ 4,845.66</u>	<u>\$ 265,660.64</u>

The accompanying notes are an integral part of the financial statements.

**Greenleaf Township**  
**Combined Statement of Revenue, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**General Fund and Special Revenue Fund Types**  
**For the Year Ended March 31, 2004**

	<u>General Fund</u>			<u>Special Revenue</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>						
Property Taxes	\$ 14,500.00	\$ 26,992.43	\$ 12,492.43	20,000.00	41,744.41	21,744.41
Licenses and Permits	41.00	41.00	0.00	0.00	0.00	0.00
Sales Tax	48,000.00	57,649.00	9,649.00	0.00	0.00	0.00
Interest	600.00	3,012.35	2,412.35	0.00	0.00	0.00
Miscellaneous	4,521.00	4,613.08	92.08	0.00	0.00	0.00
<b>Total Revenues</b>	<u>67,662.00</u>	<u>92,307.86</u>	<u>24,645.86</u>	<u>20,000.00</u>	<u>41,744.41</u>	<u>21,744.41</u>
<b>Expenditures</b>						
Legislative	2,000.00	718.91	1,281.09	0.00	0.00	0.00
General Government	41,270.00	31,660.32	9,609.68	0.00	0.00	0.00
Public Safety	7,000.00	6,432.00	568.00	15,000.00	14,441.62	558.38
Public Works	14,287.00	12,074.06	2,212.94	20,000.00	9,589.41	10,410.59
Other	9,550.00	5,248.96	4,301.04	120.00	120.00	0.00
<b>Total Expenditures</b>	<u>74,107.00</u>	<u>56,134.25</u>	<u>17,972.75</u>	<u>35,120.00</u>	<u>24,151.03</u>	<u>10,968.97</u>
<b>Excess of Revenues over Expenditures</b>	<u>(6,445.00)</u>	<u>36,173.61</u>	<u>42,618.61</u>	<u>(15,120.00)</u>	<u>17,593.38</u>	<u>32,713.38</u>
<b>Other Financing Sources (Uses)</b>						
Operating Transfers in	69,413.69	69,413.69	0.00	0.00	0.00	0.00
Operating Transfers out	0.00	0.00	0.00	(69,413.69)	(69,413.69)	0.00
<b>Total Other Financing Sources (Uses)</b>	<u>69,413.69</u>	<u>69,413.69</u>	<u>0.00</u>	<u>(69,413.69)</u>	<u>(69,413.69)</u>	<u>0.00</u>
<b>Excess of Revenues and Other Sources</b>						
<b>Over(Under)Expenditures and Other Uses</b>	<u>\$ 62,968.69</u>	<u>105,587.30</u>	<u>\$ 42,618.61</u>	<u>\$(84,533.69)</u>	<u>(51,820.31)</u>	<u>\$ 32,713.38</u>
<b>Fund Balance at Beginning of Year</b>		<u>155,227.68</u>			<u>56,665.97</u>	
<b>Fund Balance at End of Year</b>		<u>\$260,814.98</u>			<u>\$ 4,845.66</u>	

The accompanying notes are an integral part of the financial statements.



**Greenleaf Township**  
**Notes to the Financial Statements**  
**March 31, 2004**

**Note 1-Summary of Significant Accounting Policies:**

**A. Description of Township Operations**

The Township is located in Huron County, Michigan and operates under an elected Council. The Township provides services to the residents as authorized by its charter, which include public safety (police and fire), highways and streets, parks and recreation, public improvements, planning and zoning, and general administration services.

**B. Reporting Entity**

In accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 14, the definition of the reporting entity is based primarily on the premise of financial accountability. The Township is a primary government and is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it. These types of organizations are deemed component units.

Based on the provisions of GASB 14, there are no organizations that are deemed to be component units of the Township.

**C. Basis of Presentation**

The accounts of the Township's are organized on the basis of funds and account groups, each of which is considered to be a separate accounting entity. The operations of each fund or account group are summarized by providing a separate set of self-balancing accounts which include its assets, liabilities, fund equity, revenues and expenses or expenditures. The following funds and account groups are used by the Township:

**Governmental Fund Types:**

**General Fund** - The General Fund is the general operating fund of the Township. It is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** - Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

**Greenleaf Township**  
**Notes to the Financial Statements**  
**March 31, 2004**

**Proprietary Fund Type:**

**Enterprise Funds** - Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the costs (expenses, including depreciation) of providing services to the general public on a continuing basis is financed through user charges.

**Fiduciary Fund Type:**

**Nonexpendable Trust Fund** - The Trust Fund was established to account for assets received and held by the government in the capacity of trustee for individuals, other governments and/or other funds for which a portion of the fund must be held intact.

**Account Group:**

**General Fixed Assets Account Group** - This account group is used to account for fixed assets purchased by and used in governmental fund type operations. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date of donation. No depreciation is recorded on general fixed assets.

Public domain ("infrastructure") general fixed assets consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems are not capitalized, as these assets are immovable and of value only to the government.

**D. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All propriety funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

**Greenleaf Township**  
**Notes to the Financial Statements**  
**March 31, 2004**

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers property taxes as available if they are collected within 60 days after year-end. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred.

Those revenues susceptible to accrual are property taxes, licenses, interest revenue and charges for services. Fines and permits are not susceptible to accrual because generally they are not measurable until received in cash.

The accrual basis of accounting is utilized by proprietary fund types and nonexpendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

#### **E. Accounting Estimates**

The process of preparing financial statements in conformity with U.S. generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenditures/expenses. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

#### **F. Property Taxes**

Properties are assessed as of June 30 and December 31, and the related property taxes become a lien on June 1 and December 1 of the following year. These taxes are due on September 14 and March 15. After this date, they are added to the County tax rolls.

Property taxes levied are collected and deposited in the designated Fund. The delinquent real property taxes of the Township are purchased by the County of Huron. The County sells tax notes, the proceeds of which are used to pay the Township for these property taxes. These taxes have been recorded as revenue for the current year. Delinquent personal property taxes are not paid by the County revolving tax fund and will be remitted to the Township as collection occurs.

The tax rates assessed for the year ended, March 31, 2004, to finance the general fund operations were based on the taxable value of \$25,063,516. The following rates were levied based on the taxable value:

<u>Fund</u>	<u>Mills</u>
General	.8655
Roads	.9960
Fire	.9782

**Greenleaf Township**  
**Notes to the Financial Statements**  
**March 31, 2004**

**G. Budgets**

Budgets and amended budgets as presented for the Governmental Fund Types are adopted on a basis consistent with generally accepted accounting principles. The budgeted amounts shown in budget to actual comparisons are the final amended budgets. All annual appropriations lapse at year end. The Township does not utilize encumbrance accounting.

**H. "Totals - (Memorandum Only)"**

The "Memorandum Only" total column represents the aggregate total of the various columnar statements by fund type and account group. This total column is not comparable to a consolidation and, therefore, does not present consolidated information.

**Note 2 - Budgets:**

In the combined financial statements, the Township's actual expenditures and budgeted expenditures, as amended, for budgetary funds have been shown on a functional basis. The approved budgets for these funds were adopted to the fund level. P.A. 621 of 1978, as amended provides that a local unit shall not incur expenditures in excess of the amount appropriated.

During the year ended March 31, 2004, the township incurred the expenditures in certain budgetary funds which were in excess of the amounts appropriated, as presented in the financial statements.

**Note 3 - Cash And Investments:**

**Deposits** - The Township's cash accounts consist of various interest bearing checking and savings accounts. At year-end, the carrying amount of the Township's deposits was \$89,162 and the bank balance was \$91,073.

**Investments** - State statutes authorize the Township to invest in obligations of the U.S. Treasury and U.S. agencies, deposit agreements with federally insured financial institutions within the State of Michigan, high grade commercial paper, repurchase obligations of the U.S. government and U.S. agencies, banker's acceptances of U.S. banks and mutual funds comprises of the above authorized investments. As of March 31, 2004, the Township investments consisted of certificates of deposit of which the carrying amount and the bank balance was \$169,062.

The Township cash and investments amounted to \$258,224 as of March 31, 2004 of which \$160,000 was covered by Federal depository Insurance.

**Note 4 - Employee Benefits**

The township does not offer any benefits to its employees.

**Greenleaf Township**  
**Notes to the Financial Statements**  
**March 31, 2004**

**Note 5 - Contingent Liabilities**

The township has elected to be treated as a reimbursing employer for unemployment compensation purposes. Any unemployment benefits paid to township employees by the Michigan unemployment fund must be reimbursed by the township on a dollar for dollar basis. The contingent liability for unemployment benefits is not recognized in the accompanying financial statements. The expense is recognized at the time the township becomes liable to the State of Michigan for unemployment benefits paid.

**Note 6 - New Reporting Standard**

In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments." This Statement established new financial reporting requirements for state and local governments throughout the United States. When implemented, it will require new information and restructure much of the information that governments have presented in the past. Comparability with reports issued in all prior years will be affected. The Township is required to implement this standard for the fiscal year beginning after June 15, 2003. The Township has not yet determined the full impact that adoption of GASB Statement 34 will have on the financial statements.

**Supplemental Financial Information**

**Greenleaf Township**  
**General Fund**  
**Schedule of Revenues**  
**For the Year Ended March 31, 2004**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>			
Current Tax Levy	\$ 26,992.43	\$ 14,500.00	\$ 12,492.43
Licenses and Permits	41.00	41.00	0.00
Sales Tax	57,649.00	48,000.00	9,649.00
Miscellaneous	4,613.08	4,521.00	92.08
Interest Income	<u>3,012.35</u>	<u>600.00</u>	<u>2,412.35</u>
<b>Total Revenues</b>	<u>\$ 92,307.86</u>	<u>\$ 67,662.00</u>	<u>24,645.86</u>

The accompanying notes are an integral part of the financial statements.

**Greenleaf Township**  
**General Fund**  
**Schedule of Expenditures**  
**For the Year Ended March 31, 2004**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable)</u>
<b>Legislative</b>			
Township Board Salary	\$ 718.91	\$ 2,000.00	\$ 1,281.09
<b>Total Legislative</b>	<u>\$ 718.91</u>	<u>\$ 2,000.00</u>	<u>\$ 1,281.09</u>
<b>General Government</b>			
Trustees Salary	\$ 2,100.00	\$ 2,100.00	\$ 0.00
Planning Commission	1,530.00	1,620.00	90.00
Board of Review	988.90	2,000.00	1,011.10
Supervisors Salary	4,250.00	4,250.00	0.00
Clerk Salary	3,250.00	4,250.00	1,000.00
Treasurer Salary	6,000.00	6,000.00	0.00
Assessor Salary	4,897.24	10,000.00	5,102.76
Treasurer's Expenses	2,536.82	3,000.00	463.18
Zoning Salary	3,975.00	4,050.00	75.00
Zoning Expenses	115.34	500.00	384.66
Clerks Expenses	275.67	500.00	224.33
Taxes - Social Security	1,741.35	3,000.00	1,258.65
<b>Total General Government</b>	<u>\$ 31,660.32</u>	<u>\$ 41,270.00</u>	<u>\$ 9,609.68</u>
<b>Public Safety</b>			
Ambulance Service	\$ 6,432.00	\$ 7,000.00	\$ 568.00
<b>Total Public Safety</b>	<u>\$ 12,074.06</u>	<u>\$ 14,287.00</u>	<u>\$ 2,212.94</u>
<b>Public Works</b>			
Sanitation	\$ 8,038.93	\$ 8,587.00	\$ 548.07
Drains at Large	4,035.13	5,700.00	1,664.87
<b>Total Public Works</b>	<u>\$ 12,074.06</u>	<u>\$ 14,287.00</u>	<u>\$ 2,212.94</u>
<b>Other</b>			
Professional Fees	\$ 1,263.72	\$ 2,500.00	\$ 1,236.28
Insurance	645.50	650.00	4.50
Dues and Publications	413.22	500.00	86.78
Hall Expense	2,510.00	5,000.00	2,490.00
Miscellaneous	5.96	400.00	394.04
Utilities	410.56	500.00	89.44
<b>Total Other</b>	<u>\$ 5,248.96</u>	<u>\$ 9,550.00</u>	<u>\$ 4,301.04</u>
<b>Capital Outlay</b>			
Capital Outlay	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Expenditures</b>	<u>\$ 56,134.25</u>	<u>\$ 74,107.00</u>	<u>\$ 17,972.75</u>

The accompanying notes are an integral part of the financial statements.



**Greenleaf Township  
Special Revenue Funds  
Combined Balance Sheet  
March 31, 2004**

	<u>Road Fund</u>	<u>Fire Fighting</u>	<u>Liquor Law Enforcement</u>	<u>Totals</u>
<b>Assets</b>				
<b>Current Assets</b>				
Receivables - Taxes	<u>2,444.67</u>	<u>2,400.99</u>	<u>0.00</u>	<u>4,845.66</u>
<b>Total Current Assets</b>	<u>2,444.67</u>	<u>2,400.99</u>	<u>0.00</u>	<u>4,845.66</u>
<b>PROPERTY AND EQUIPMENT</b>				
<b>Total Assets</b>	<u>\$ 2,444.67</u>	<u>\$ 2,400.99</u>	<u>\$ 0.00</u>	<u>\$ 4,845.66</u>
<b>Liabilities and Fund Equity</b>				
<b>Fund Equity</b>				
Unreserved	<u>2,444.67</u>	<u>2,400.99</u>	<u>0.00</u>	<u>4,845.66</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$ 2,444.67</u>	<u>\$ 2,400.99</u>	<u>\$ 0.00</u>	<u>\$ 4,845.66</u>

The accompanying notes are an integral part of the financial statements.

**Greenleaf Township  
Special Revenue Funds  
Schedule of Revenues  
For the Year Ended March 31, 2004**

**Fire Fund**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>			
Current Tax Levy	\$ 11,000.00	\$ 21,460.95	\$ 10,460.95
<b>Total Revenues</b>	<u>\$ 11,000.00</u>	<u>\$ 21,460.95</u>	<u>\$ 10,460.95</u>

**Road Fund**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>			
Current Tax Levy	\$ 9,000.00	\$ 20,283.46	\$ 11,283.46
<b>Total Revenues</b>	<u>\$ 9,000.00</u>	<u>\$ 20,283.46</u>	<u>\$ 11,283.46</u>

**Liquor Fund**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>			
Liquor License Fees	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Revenues</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

The accompanying notes are an integral part of the financial statements.

**Greenleaf Township  
Special Revenue Funds  
Schedule of Expenditures  
For the Year Ended March 31, 2004**

**Fire Fund**

	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u></b>
<b>Expenditures</b>			
Fire Protection Expenses	\$ 15,000.00	\$ 14,441.62	\$ 558.38
<b>Total Expenditures</b>	<u>\$ 15,000.00</u>	<u>\$ 14,441.62</u>	<u>\$ 558.38</u>

**Road Fund**

	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u></b>
<b>Expenditures</b>			
Highways and Streets Expenses	\$ 20,000.00	\$ 9,589.41	\$ 10,410.59
<b>Total Expenditures</b>	<u>\$ 20,000.00</u>	<u>\$ 9,589.41</u>	<u>\$ 10,410.59</u>

**Liquor Fund**

	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u></b>
<b>Expenditures</b>			
Liquor Inspection Wages	\$ 120.00	\$ 120.00	\$ 0.00
<b>Total Expenditures</b>	<u>\$ 120.00</u>	<u>\$ 120.00</u>	<u>\$ 0.00</u>

The accompanying notes are an integral part of the financial statements.

**Greenleaf Township**  
**Statement of General Fixed Assets**  
**March 31, 2004**

	<u>Balance</u> <u>March 31, 2003</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>March 31, 2004</u>
<b>General Fixed Assets</b>				
Land	\$ 300.00	\$ 0.00	\$ 0.00	\$ 300.00
Buildings and Improvements	<u>2,614.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,614.00</u>
<b>Total General Fixed Assets</b>	<u>\$ 2,914.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 2,914.00</u>

The accompanying notes are an integral part of the financial statements.

**Greenleaf Township**  
**Agency Fund**  
**Statement of Changes in Assets and Liabilities**  
**March 31, 2004**

**Tax Collection Fund**

	<u><b>Balance Beginning of Year</b></u>	<u><b>Additons</b></u>	<u><b>Deductions</b></u>
<b>Assets</b>			
Cash	\$ 0.00	\$ 557,736.91	\$ 557,736.91
<b>Liabilities</b>			
Due to General Fund	0.00	20,056.05	20,056.05
Due to Fire Fund	0.00	17,519.87	17,519.87
Due to Road Fund	0.00	17,838.79	17,838.79
Due to County	0.00	151,712.52	151,712.52
Due to Schools	0.00	350,609.68	350,609.68
	<u>\$ 0.00</u>	<u>\$ 557,736.91</u>	<u>\$ 557,736.91</u>

The accompanying notes are an integral part of the financial statements.

**George Zahul, CPA, PC**

101 N Port Crescent St  
Bad Axe, MI 48413

July 13, 2004

To the Township Board  
Greenleaf Township  
Cass City, MI 48726

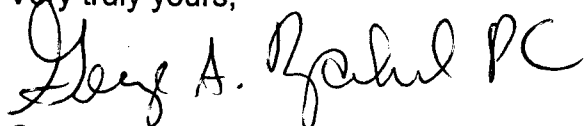
The following comments related to situations that came to my attention during the course of my recent examination of the Greenleaf Township's financial statements as of and for the year ended March 31, 2004, and are submitted for your evaluation and consideration. I would like to emphasize that, since my examination was conducted for the purpose of expressing an opinion on the previously referred to financial statements, these comments are not necessarily all inclusive.

1. Expenditures regarding road and fire expenses should be disbursed from the fund it is associated with.
2. Please contact our office in the near future, regarding the implementation procedures of the changes required by GASB 34, which will affect the way you account for transactions.

If you would need assistance in implementing the above, I would be happy to assist you.

I want to take this opportunity to thank the Board for selecting me to do your audit, and I want to thank the Township Officials for their help and assistance during the audit.

Very truly yours,



George A. Zahul, PC  
Certified Public Accountant